



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 35TH AIR DEFENSE ARTILLERY BRIGADE  
UNIT #2075  
APO AP 96278

EAAD-Z

SEP 05 2017

MEMORANDUM FOR All 35th Air Defense Artillery Brigade Soldiers and Civilians

SUBJECT: 35th Air Defense Artillery Brigade Policy Letter #7 – Command Safety

1. References.

- a. Army Regulation (AR) 385-10, The Army Safety Program, 24 February 2017
- b. Army Techniques Publication (ATP) 5-19, Risk Management, April 2014

2. Soldier safety must be at the forefront of every leader's thought process, both on and off-duty. The Brigade will focus on safety with four major components. They are: 1) Seasonal Safety Campaign compliance; 2) incorporation of safety performance into all leader counseling, reports and appraisals; 3) conducting a quarterly safety council; and 4) incorporation of Composite Risk Management into all training.

a. Seasonal Safety Campaigns include completing the Supervisor's Safety Course found on the U.S. Army CRC website at <https://safety.army.mil> within 30 days of arrival to Korea for CPL thru 1LT. Season specific training ranges from hot weather injury prevention to winter driving in Korea; BN S-3 shops are accountable to ensure this training is conducted and reported to the BDE safety officer.

b. All leaders will include safety programs and tasks in their evaluation report support forms and counseling sessions. An excellent example is "Effectively incorporating Composite Risk Management (CRM) in all mission planning and execution to include Quarterly Training Briefs (QTBs) and Quarterly Safety Council meetings." Open and continuous communication between Soldiers and leaders on this critical topic will work to achieve that mission. Leaders at all levels must lead the way in changing behavior to reduce accidents.

c. The Brigade will conduct a quarterly Safety Council chaired by the Brigade Commander to discuss safety problems; review safety performance; share lessons learned and discuss plans on seasonal safety hazards. The quarterly review council will be held two weeks before the 8th Army Safety and Occupational Health Advisory Council (SOHAC) and placed on the long range and short range training calendars. Within 48 hours of an accident, Brigade and Battalion leadership will hold Incident Review Boards to create lessons learned.

d. All leaders will utilize Composite Risk Management (CRM) tools in training events and day-to-day operations, ranging from planning, such as identifying hazards and high

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risk Soldiers, to implementing controls. CRM will also include giving briefings to Soldiers before rehearsals and conducting training and other activities. CRM worksheet DA Form 7566 and the new FM 5-19 will be completed for battery missions. For BN level missions (FTX, CPX, 8th Army Exercises, CLFX, etc.), batteries will submit worksheets to BN Safety Officers.

3. Training.

a. IAW the Brigade Annual Training Guidance, all leaders in the Brigade must complete the following online Safety Courses at <https://safety.army.mil>. Training certificates will be maintained by the Battery/Company Safety Officer.

(1) Supervisor's Safety Course (E4-E6)

(2) Commander's Safety Course (E7 & Up)

(3) Additional Duty Safety Course (Additional Duty Safety Officers/NCOs)

b. All Soldiers regardless of rank must complete the following online Safety Courses at <https://safety.army.mil>. Training Certificates will be maintained by the Battery/Company Safety Officer.

(1) Accident Avoidance Course

(2) Composite Risk Management (CRM) Course

4. Incentives (90-90-90 Award).

a. Units that go a consecutive 90 days without a Safety Incident, Alcohol Incident, or Blotter Incident and 100% complete with all online courses will earn a one-day training holiday.

b. A tracker will be maintained at the Battalion level as well as with the Brigade Safety Office. When a unit achieves the 90-90-90 standard, a memorandum for record will be submitted to the BDE Safety Office. The date for the training holiday will be scheduled at the discretion of the Battalion Commander.

5. Safety is more than SOPs and Safety Bulletins. It is a learned culture that starts with leadership. I demand that leaders be involved in their Soldier's well-being.

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6. The POC for this policy is the Brigade Safety OIC/NCOIC at DSN 784-0525.

7. Ready in Defense!

A handwritten signature in black ink, appearing to read "Richard W. Wright". The signature is stylized with a large, sweeping "R" and a long, horizontal stroke at the end.

RICHARD W. WRIGHT  
COL, AD  
Commanding